

Annual Report 2002-03

- I. The staff members who served during the past year were Nilda Baker, Carol Dietz, Deidre Gruning, Judy Jones, Estella Lopez, Al Pollack (Co-chair), and Gail Palombia Shipley (Co-chair)

II. Accomplishments

- A. Compiled the updated constituent e-mail lists and distributed them to SAC representatives. Instructions for effective list usage, and personal assistance were also provided with the result of 100% representative participation in the use of the constituent e-mail lists. Representatives sent almost 2000 messages in the 2002-2003 year.
- B. The SAC web page was revised to reflect the new membership, and continually updated with relevant information.
- C. Staff Advisory, the e-mailed newsletter of SAC information, was published bimonthly and distributed to approximately 400 University personnel.
- D. Organized and promoted a series of four informal "meet and greet" sessions with University Vice Presidents at locations throughout the campus.
- E. The committee updated and displayed informational posters for each of the SAC standing committees at the Benefits Fair in November and at the staff forums with President Hundert in December 2002, March 2003 and June 2003.
- F. An addendum was added to the Communications Guidelines to advise representatives on the appropriate use of constituent e-mail lists.
- G. We developed a procedure to update constituent e-mail lists during the year, and to improve the consistency of staff distribution in the Elections and Communications database.

III. Goals for FY 2004-05

- A. A full, annual update and distribution of the constituent e-mail lists, including removal of names that are no longer CASE employees. We will continue to encourage and work with all representatives to initiate and maintain the effective use of their lists.
- B. SAC web page and "Staff Advisory" newsletter continuation.
- C. Updating of the various standing committee informational posters. Much of the material is now two years old.
- D. Work with management center representatives in protective and housekeeping services to improve methods of communicating with constituents who are not regular users of the CASE e-mail system.

NOTE: Meetings for the next fiscal year are scheduled for the second Tuesday of each month at noon in 353 Adelbert Hall. Check the [SAC Communications Committee](#) for actual dates.